LEO Release Notes: July 2014

This document is intended to inform you of changes to the LEO system associated with the current LEO release. It includes a brief summary of the recent system changes, and a list of known issues.

Brief Summary of Changes

This LEO release includes a number of important new features, including:

- Updated data entry screens for:
  - Testing, including CIF, HTF and Lab Slips
  - RRA (was HE/RR), including SAQ (was GSAQ) and RRA Forms
  - TPAs now require Unique Client ID

Other minor changes include:

- Intervention Progress Report now runs on both open and closed interventions
- Closed funding streams no longer appear in drop-down menus when creating new interventions
- Target Population screen now functions for open and closed interventions and complete and incomplete records
- Other minor bugs and errors have been corrected, including typos and tabbing orders

Changes to Data Entry Screens

Data entry screens have been modified to accommodate revised forms for testing and RRA (formerly HE/RR). These forms went into effect July 1, 2014. Most forms are available for download from the LEO Resource Page until hardcopies arrive from the printer.

Note that although previous versions of the forms should NOT be used after June 30, 2014, these versions may still be **entered** into LEO via the new data entry screens. In most cases old response options will continue to be available to accommodate data entry for services performed prior to July 1. If you have any questions regarding entering data from previous forms, please send your question to LEOHelp@cdph.ca.gov.

CIF/CAQ and HTF

The CIF/CAQ and HTF have been modified to incorporate changes to the CDC data collection element regarding housing status. Previous versions of the form included a checkbox to indicate if the client is currently homeless. This data element has been revised to include expanded response options as well as current status and worst status in the previous 12 months.

Additional minor changes to the CIF include:

- Addition of “Referred to HCV RNA testing?” in the Hepatitis C Testing Information section

- Addition of Pre-Exposure Prophylaxis referral (Note that this item counts as a referral to prevention services when the client's HIV status is negative.)
- Addition of Housing Services referral
- Addition of a question assessing whether the Unique ID has been provided to your local HIV/AIDS surveillance coordinator via the Adult Case Report Form (ACRF) for positive clients
- Minor wording changes to some items to enhance cross-form consistency

These changes are described in detail on the July 2014 Testing Form Changes document that was provided via e-mail in late June. It is linked here for your convenience: [Testing Form Changes]

Lab Slips

Data entry screens have also been modified to accommodate revised lab slips. Use of the revised version of the lab slips may begin whenever the new forms arrive from the printer and the old supply has been depleted. That is, you do not need to transition to new versions of lab slips at a set date, and you may enter data from old or new forms into the new data entry screens, but see below for some special instructions.

Lab slips have been revised to accommodate changes to recommended testing algorithms (Conventional) and the anticipated use of new rapid testing technologies (Rapid) that include tests to detect HIV antigen.

Conventional Lab Slips

On the conventional lab slip, Tests Performed now include distinctions between HIV antibody only and HIV antibody/antigen tests (also known as 4th generation EIAs) because these distinctions are significant in the new recommended testing algorithm. (New testing recommendations issued by the CDC are available here: http://www.cdc.gov/hiv/pdf/HIVtestingAlgorithmRecommendation-Final.pdf) If your laboratory currently does not provide sufficient information to determine whether the screening test(s) conducted detect(s) HIV-1 and/or HIV-2, antibody and/or antigen, please request that information for entry into LEO.

Rapid Lab Slips

Rapid Test result options now include a specification for preliminary positive results to indicate whether the result is antibody only [OraQuick], antigen only, or antigen and antibody [4th generation rapid tests, i.e., Determine.] **Note that the inclusion of these additional response options has changed the data entry numbering system, so please take care when entering rapid results from the previous lab slip. In LEO, response numbering is (4) Negative; (5) Invalid.** Note that the LEO system contains validations that prevent response options (2) Preliminary Positive (Antigen Only) and (3) Preliminary Positive (Antigen and Antibody) when entering data for OraQuick testing, since the OraQuick does not detect HIV antigen.

Changes to RRA Forms

The CDC has renamed HE/RR activities to Risk Reduction Activities (RRA). As a result, both the program names and the form names have changed to reflect the new name/acronym for these activities.

RRA Form

Modifications to the RRA Form include the change to the housing variable mentioned in the CIF/CAQ and HTF above, along with several other changes related to ordering of medical care questions, and requirements for completing certain questions which were previously optional. These changes are described in detail on the July 2014 Testing Form Changes document that was provided via e-mail in late June. It is linked here for your convenience: [RRA Form Changes]

SAQ Form (previously GSAQ)

The Self-Administered Questionnaire (previously the Group SAQ) has been renamed to accommodate its use as an assessment tool as well as within individual or group interventions. Other changes to this form include the addition of the revised housing status variable, revisions to the wording of the migrant status question, and other changes consistent with revisions to the RRA form. These changes are described in detail on the July 2014 Testing Form Changes document that was provided via e-mail in late June. It is linked here for your convenience: [SAQ Form Changes]

TPA records now require client IDs

TPA records now require client IDs in order to facilitate tracking multiple encounters in outreach settings (where possible) and to allow for evaluating when a client in a TPA setting is subsequently enrolled in a DEBI or other intervention, as some agencies are using TPAs as a screening tool. For these uses, please employ the same Unique ID generation scheme as in other interventions. Remember that Unique IDs should not be identifiable to the client, e.g. no DOB, SS# or initials; and that to ensure unique IDs, all staff conducting outreach should use the same system.

For TPA's in which the client is not expected to be seen repeatedly, a simple method to generate unique IDs should be devised. For example, you could use Staff LEO ID, date of encounter (just the day), and then sequential numbering. So Kevin Sitter (ID #3201) conducting outreach on July 12, 2014 and speaking with three MSM who have not tested for HIV in several years would number them: 32011201, 32011202 and 32011203. Alternatively, you could use the workers initials, date of encounter (just the day) and sequential number: KDS1201, KDS1202 and KDS1203.

Known Issues

- Passwords may no longer be reset by secret question. If you've forgotten your LEO password you must now email LEOHelp@cdph.ca.gov and request a password reset. This is an intended change to the authentication utility currently used in LEO and managed by DHCS, and NOT an issue with the LEO application itself; it is referenced here because it impacts LEO users. Future plans include transitioning to a different authentication utility, at which time this functionality may be restored.
- For ILI and GLI interventions, clicking the [Yes, Proceed to Data Entry] button ***more than once*** will produce an error message and may cause difficulties entering subsequent encounters.
- If you are trying to run RRA reports for FY13-14, you must select "Custom dates" and enter 7/1/2013 through 12/31/2013. To use the default FY13-14 will produce an inaccurate report.

- For closed interventions, the Target Population screen currently does not allow filtering by Target Population Type or Record Status.